

21st Century Community Learning Centers

BUDGET

This section provides information to demonstrate that the project has an appropriate budget for the program and is cost-effective. The applicant must complete a proposed budget for July 1, 2003 through June 30, 2004. The applicant must complete the enclosed budget summary pages and provide a separate budget detail for each funding period, identifying expenditures that are allowable under the budget guidelines. A brief narrative explaining budget costs may also be included; the budget narrative is not included in the 15-page maximum for Part D. The budget summary must be completed and signed by the fiscal and administrative personnel of the agency/organization. Additional budget guidance is available in OMB Circular A-87 for those fiscal agents that are local education agencies, OMB Circular A-21 for those that are institutions of higher education, OMB circular A-122 for nonprofit community-based organizations that are assuming fiscal responsibility for the 21st Century Community Learning Centers partnership.

The budget detail section for each funding period (Part G, part 2; attach to application on a plain sheet) must provide as much detail as possible regarding the line totals presented in the budget summary. Michigan Department of Education grant allocation amounts for each line item should be listed by function code in the budget detail. If in-kind costs are included (not required), these must be broken out by function code and identified as in-kind.

1. Budget Summary

The budget summary must be completed by the fiscal and administrative personnel of the agency.

Function

Codes:

- | | |
|-----|---|
| 110 | Instruction--Basic Program - This refers to out-of-school time staff who work directly with students, and may be assigned to or hired for this project, supplies and materials, equipment, and other costs related to project activities. Site coordinators should be included in this function code. |
| 120 | Instruction--Added Needs - This refers to instructional activities for students as defined in special education, compensatory education, or vocational education. |
| 210 | Pupil Support Services - This section refers to other staff (nurses, social workers, etc.) assigned or hired to support and improve the well-being of students/children, and the expenses associated with project implementation; i.e., materials for meetings, supplies. |
| 220 | Instructional Staff Services - Costs for supervisory staff, including the project director or administrator, are itemized in this section. Activities for program coordination and staff development are included. |

- 230-260 General Administration, School Administration, Business Services, Operation and Maintenance, and Central Support are combined for administration. A maximum of 10 percent of the grant may be used for the administrative costs identified in these functions; such as telephone, duplicating, postage, insurance, and other support activities to the program. Grant funds used to pay rent and transportation costs are excluded from this administrative cost ceiling. Indirect costs are allowable but must be counted as part of the 10 percent administrative cap. Districts and other agencies that have a negotiated indirect rate with the Department of Education must not exceed the negotiated rate. Note: community-based organizations and faith-based organizations may NOT charge direct costs for administration; lines 230-260 and 280 must not be used. If the agency does not have a negotiated indirect rate with the Department of Education, the maximum allowable charge for indirect costs is 10 percent. All applicants should place evaluation costs in line 280, but these costs should not be counted in the 10 percent administrative cap.
- 260 Operation and Maintenance (Function Code 260) - This section refers to costs for repairs and maintenance of classroom(s), restroom(s), and playgrounds. A percentage of the utility expenditures (heating, water, and electricity), and rent are allowable. Rent of a facility not owned by the applicant or partners does not count in the 10 percent administrative cap. Other operational and maintenance costs do count toward the 10 percent cap.
- 270 Pupil Transportation Services - Costs to transport children to/from the program; and repair, operate, and maintain buses are itemized in this section.
- 290 Other Support Services - This section refers to staff and activities which support the program and cannot be classified in preceding sections.
- 300 Community Services - This refers to supplies, materials, and services necessary to implement non-education components of the programs; i.e., materials for parent meetings or workshops, interagency committee meeting costs, supplies for health/nutritional activities. Services to the families of students should be included here.
- 400 Outgoing Transfers and Other Transactions - This refers to outgoing payments and/or subcontracting fiscal relationship to other school districts, agencies, or organizations.

*Capital Outlay – include any single item over \$5,000.

2. Budget Detail

This section should provide as much detail as possible regarding the line totals presented in the Budget Summary. For example, the “Instructional Staff” total will be divided into amounts anticipated for each professional/Full Time Equivalent (FTE), or portion thereof, planned for the program.

PART G. BUDGET

IM-02-65
(Page 7)

INSTRUCTIONS: The Budget Summary (1) and the Budget Detail (2) must be prepared by or with the cooperation of the Business Office. Using the School District Accounting Manual (Bulletin 1022).

1. BUDGET SUMMARY

● **CFDA NUMBER: 84.287****LEGAL NAME OF APPLICANT**

DISTRICT/RECIPIENT CODE	GRANT NUMBER	PROJECT NUMBER	PROJECT TYPE	ENDING DATE (mm/dd/yy)	FY of Approved Activity
			<input checked="" type="checkbox"/> Regular <input type="checkbox"/> Carry-over	06/30/2004	2003

FUNCTION CODE	FUNCTION TITLE	SALARIES (1000)	BENEFITS (2000)	PURCHASED SERVICES (3000, 4000)	SUPPLIES & MATERIALS (5000)	CAPITAL OUTLAY (6000)	OTHER EXPENDITURES (7000, 8000)	TOTAL
110	Instruction --- Basic Needs							
120	Instruction --- Added Needs							
130	Instruction --- Adult/Continuing Education							
210	Pupil Support Services							
220	Instructional Staff Services							
230	General Administration							
240	School Administration							
250	Business Services							
260	Operation and Maintenance							
270	Pupil Transportation Services							
280	Central Support Services							
290	Other Support Services							
300	Community Services							
	SUBTOTALS (Sum of ALL lines above)							
400	Outgoing Transfers & Other Transactions							
999	INDIRECT CHARGES							
	TOTAL EXPENDITURES							A)

2. BUDGET DETAIL--

Explain each line item, including cash and in-kind match that appears on the Budget Summary, using the indicated function code and title, on a plain sheet.

TOTAL AMOUNT REQUESTED**TRANSACTION
PURPOSE:**☒ Original
☐ Amendment**AMOUNT OF CHANGE**
(Use minus sign
preceding decreases)

\$ _____

FUNDING: Department of Education Share of Expenditures

B)

Local Share of Expenditures (Block A Minus Block B)

C)

DATE_____
BUSINESS OFFICE REPRESENTATIVE (Type or Print)_____
SIGNATURE_____
DATE_____
PROJECT CONTACT PERSON (Type or Print)_____
SIGNATURE_____
DATE_____
DAVID KINGSLEY
M.D.E. CONTACT PERSON (Type or Print)_____
SIGNATURE